

Approved/Pending/Denied

Reason _____

Signature _____

Date _____

STATE OF MAINE
BOARD OF SOCIAL WORKER LICENSURE
35 STATE HOUSE STATION
AUGUSTA, ME 04333-0035
OFFICE TELEPHONE: (207) 624-8609

CONTINUING EDUCATION SUMMARY FOR LICENSE RENEWAL

NAME: _____ LICENSE #: _____

Initials and Number

ADDRESS: _____ TEL # (W): _____

_____ TEL # (H): _____

➤ **IS THE ABOVE A CHANGE OF ADDRESS?** ☐ YES ☐ NO

Documentation of **2.5 continuing education units (25 hours)** must be submitted with this form for the 2004 renewal period in the event of an audit. 1 contact hour means a unit equaling sixty (60) minutes of participation in an organized learning experience. A "Continuing Education Unit" means 10 contact hours of participation. One (1) academic credit equals fifteen (15) contact hours. Only CEUs earned after issue date on current license can be counted towards this renewal period. A person who receives a conditional license as a licensed social worker on or after January 1, 2004 must complete, within the first 2 years of licensure, 6 hours of social work ethics and 6 hours of psychosocial assessment.

Please forward your completed continuing education form and documentation verifying your continuing education upon notification of an audit of your license by the board. Please retain the original CEU certificates for your file, as no documentation will be returned.

Contact hours may be earned in the following ways: **seminars, workshops, academic courses, in-service training which are directly relevant to the practice of social work, teaching, writing, audio tapes, videotapes, and reading.**

Academic education must be demonstrated by a transcript from the university or college where the course was taken. For workshops, institutes and seminars, the certificate issued will serve as evidence of participation if it includes, at a minimum, the following information: the subject of the session; the name(s) and credentials of the presenter(s); the date(s) of the session; and the number of hours or duration of the session.

It is not required to obtain continuing education via independent study. However, only a maximum total of ten (10) hours can be claimed for independent study within the following three (3) categories:

Teaching- A social worker may claim continuing education credit for preparation and presentation of a course, workshop or seminar for the first time it is presented, only. An outline or syllabus will serve as documentation.

Writing- A social worker may claim continuing education credit for writing articles and books for publication, as well as for the review and editing process for articles and books. Documentation includes a copy of the article, letter from the editor or publisher, or the title page of the book.

Audiotapes, Videotapes, and Reading- The title, subject matter, creator or author of the material used, and duration of time expended on the material shall be provided.

Please complete the back of this form, as it will be the only record retained as proof of completion of continuing education.

SEMINARS, WORKSHOPS, ACADEMIC COURSES AND IN-SERVICE TRAINING

[illegible]

INDEPENDENT STUDY (MAXIMUM OF 10 HOURS MAY BE CLAIMED)

[illegible]

TOTAL HOURS _____

I HEREBY CERTIFY THAT THE INFORMATION GIVEN ABOVE IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

SIGNATURE: _____

DATE: _____